

Item No. 96

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Commission Meeting of May 25, 2010

Development Services

Department Submitting Request

Bud Bentley

Interim Assistant Town Manager

Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office
<input checked="" type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		

* Subject to change

NATURE OF AGENDA ITEM

- | | | |
|---|--|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> New Business | |

SUBJECT: Closure of North Trade Winds Avenue for a neighborhood block party on June 5th from noon to 6 p.m.

EXPLANATION: Liliana Pomreda on behalf of her neighbors has applied for permission to close N. Trade Winds Avenue from Seagrape Drive west to West Trade Winds Avenue on June 5, 2010 between noon and 6 p.m. for the purpose of holding a block party. The attached map (**Exhibit 1**) shows the approximately area staff believes appropriate for this street closure, if approved.

The application states the block party would be in front of eight homes. The street closure, however, would affect about 24 homes because we anticipate BSO will want the west closure at the north end of West Trade Winds Avenue visible to northbound drivers.

While this activity is not defined as a Special Event by Section 17-112 since the public is not invited, the applicant completed the attached special events application (**Exhibit 2**) at our request to document the scope of the block party.

The Town Code does not provide a process for the closing of a local road and we are unaware of a policy or practice of requiring insurance coverage for a street closure of this type. In this case, the applicant advises they do not want to purchase insurance as it would make this volunteer event cost prohibitive for the residents.

STAFF RECOMMENDATION:

5/4/2010

1. Approve the street closure as requested with the condition the applicant follow the instructions of BSO as to the location and physical means of closing the street.
2. The applicant shall control block party activities so traffic from homes within the street closure area may safely enter and leave during the hours the street is closed.
3. By Friday, May 21, 2010, the applicant shall provide written notice to all homes affected by the proposed street closure and the street closing application will be considered by the Town Commission at its meeting of May 25, 2010. Documentation that notices have been delivered shall be given to the Town prior to the May 25, 2010 Commission meeting.
4. We further recommend the Town Commission direct staff to prepare an amendment to the Town Code so local streets can be closed administratively for short periods of time. A street closure proposed as part of a special event application would continue to be considered by the Town Commission.

Following is a modified code provision from a neighboring city.

Sec. Xx-x. - Building on or obstructing streets and sidewalks; temporary closing of streets.

(a) . . .

(b) Streets, alleys and sidewalks which are under the jurisdiction of the town may be closed for a period of time not to exceed seventy-two (72) hours by order of the town manager. A street closure that is part of a special event application shall be considered by the town commission according to Code. Rights-of-way within the jurisdiction of other governmental entities or subject to separate agreements may not be closed by the town manager. The town manager shall ensure that vital public services and traffic safety are maintained during the street closure.

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A. **The applicant bear all costs associated with the street closure.**

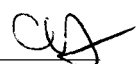
<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Acct # _____
<input type="checkbox"/> Transfer of funds required	<input type="checkbox"/> From Acct # _____
<input type="checkbox"/> Bid	<input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds

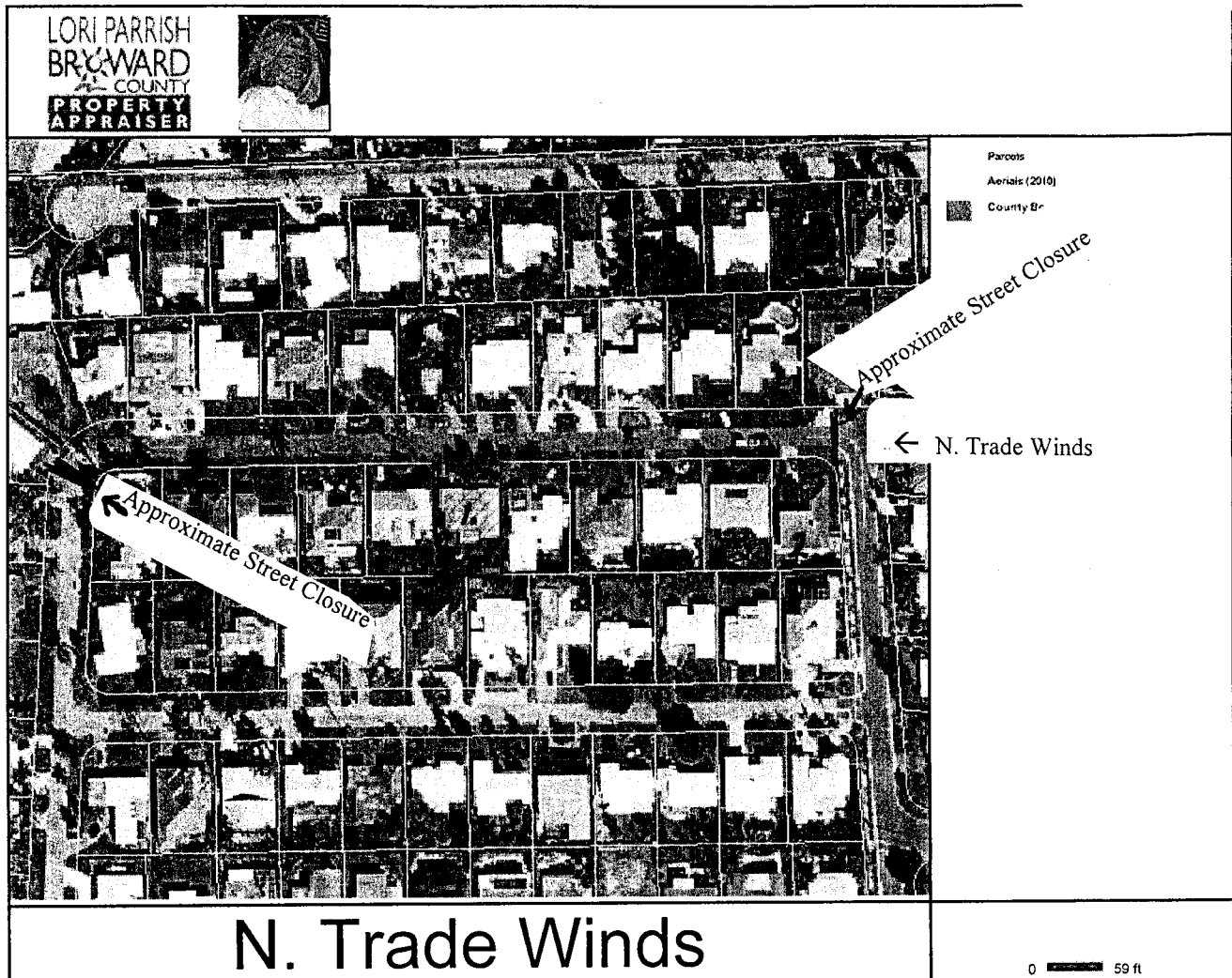
Town Attorney review required

☐ Yes ☒ No

Attachments

5/4/2010

Town Manager's Initials: 



Created on 5/14/2010 9:46:57 AM using ArcIMS 4.0.1. © Copyright 2003 Broward County Property Appraiser

1. 250 Trade Winds: Applicant's residents

Requested location of street closure

3. West: 266 Trade Winds

2. East: 222 Trade Winds

* Request to waive fee



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100 application fee to: Town Manager Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days of the event (an approved certificate of liability insurance must be received 30 days prior to This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Phone : (954) 776-0576

Fax : (954) 776-1857

Exhibit 2

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must be met for the event to be held, The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

1. Name of event: North Tradewinds Block Party
2. Day and date of event: June 5th New event ☒ Returning event ☐
3. Location where event will be held: Between 222 + 266 N. Tradewinds Ave.
4. Description of Event: Summer Block Party for children
5. Name and address of sponsor or hosting organization Liliana Pomareda
250 N. Tradewinds Avenue
6. Name(s) of local contact person(s) who will be present each day of the event: Liliana Pomareda
Mailing address: 250 N. Tradewinds Ave
Daytime phone#: 4949467 Evening phone#: _____ Mobile phone#: _____
Email: POMAREDA@YAHOO.COM Fax#: _____
7. What is the actual beginning and ending time of the event? 12 - 6:00 pm BB
Start of set-up time? 12 End of tear-down time? 6
8. What type of audience is the event planned for? children + neighbors
9. How many participants do you anticipate? 30 spectators? _____ adult volunteers? _____
10. Are there fees for the participants or spectators? NO Will fees be collected on-site? _____

LAUDERDALE-BY-THE-SEA
RECEIVED

MAY 11 2010

DEVELOPMENT
SERVICES

Special Events Application: Page 1

Revised February 24, 2010

LAUDERDALE-BY-THE-SEA
RECEIVED

DEVELOPMENT
SERVICES

◆◆ 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Rec'd 5-11-10
7:05 pm
9m

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes ☒ No ☐

If yes, indicate the streets and blocks and times the closure is requested:

NOAH Tradewinds
Between 222 + 266

TRAFFIC CONTROL/BARRICADES *NOTE: Applicant proposes using traffic cones to block the street.*
A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable:

N/A

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas?

N/A

If yes, please indicate the location and times loading and unloading would occur:

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

N/A

15. Are you requesting use of Town parking meter spaces for the event? Yes ☐ No ☐

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

SIGNAGE

Will signs be erected for the event? Yes ☒ No ☐ Number of signs 1 Size 4x4 sq.ft.

Location of signs

250 N. Tradewinds

Locate signs on detailed site plan.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes _____ No ☒

ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes _____ No ☒

SOUND SYSTEMS

N/A

18. Request to use amplified sound on public property-the following is requested:
_____ Amplified sound/speaker system _____ Live music _____ Recorded music

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: L Pomareda

Removal of trash from the event site: L Pomareda

TOWN UTILITIES

N/A

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?

_____ Electrical power-Describe use: _____

_____ Water - Describe use: _____

VEHICLES ON PARK GROUNDS

N/A

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

N/A

TENTS/CANOPIES/STAGES

N/A

N/A

26. Please name your event contractor, if applicable: N/A

ALCOHOL

N/A

no

PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes _____ No ☒

Types: Mechanical/Electrical _____ Inflatable (bounce house etc.) _____ Manual (slides, trampolines) _____

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

STATEMENT OF BENEFIT

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

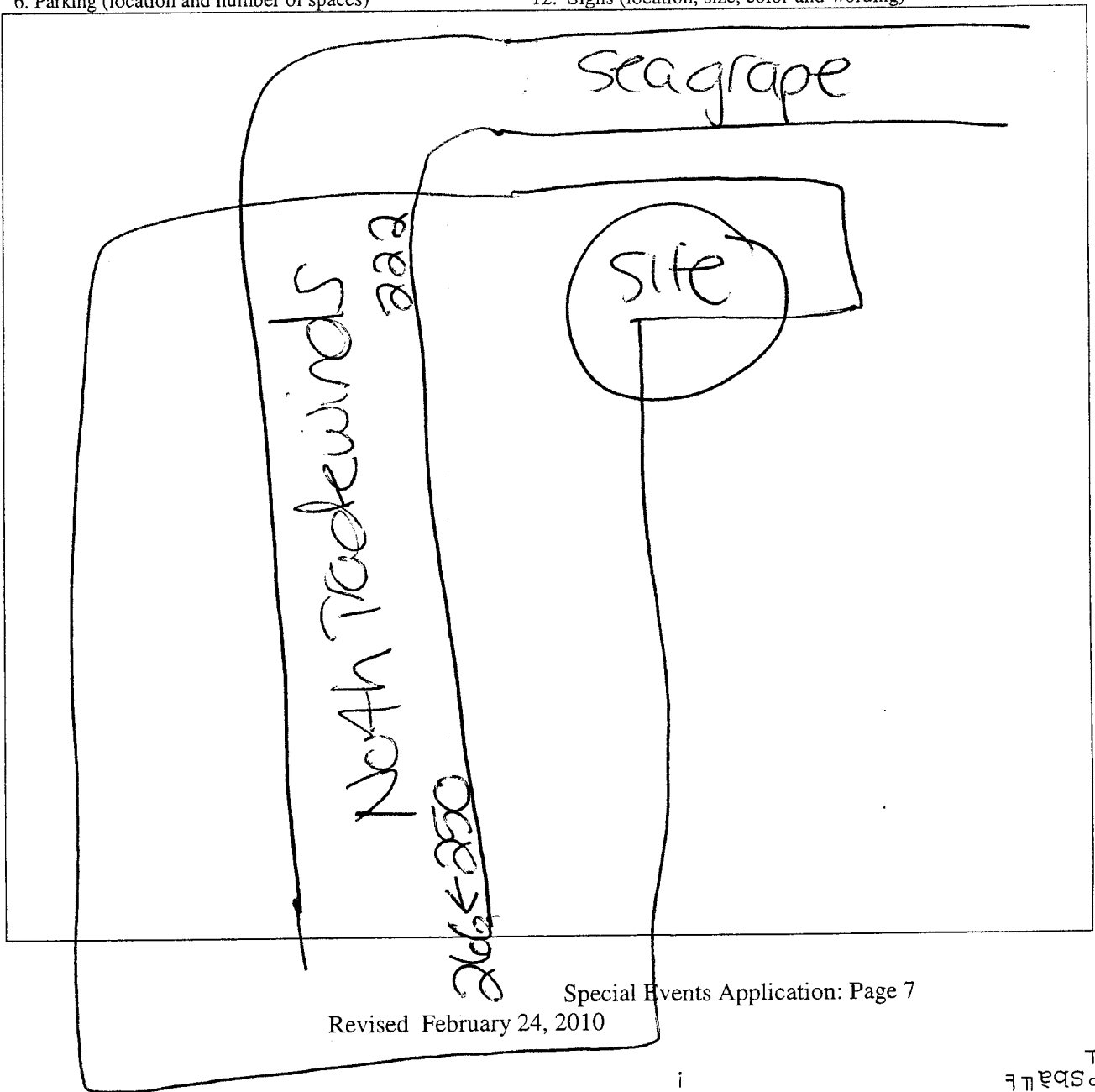
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DETAILED SITE PLAN

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled:

1. The site of the event (label streets, etc.)
2. Routes for races, parades, etc. →→→
3. Fencing (if known) X—X—X
4. First aid facilities +
5. Restroom facilities (incl. portable)
6. Parking (location and number of spaces)
6. Canopies, tents, stages
7. Alcohol serving/consuming areas
8. Barricades (if known)
9. Off duty police officers (if known)
10. Rides and Amusements
12. Signs (location, size, color and wording)



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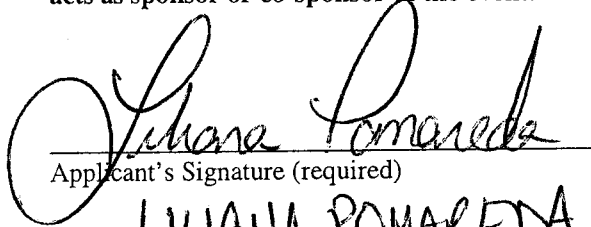
Revised February 24, 2010

0 B I S b a l l e
T L K I o

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.


Applicant's Signature (required)
LLUANA POMAREDA
Applicant's Printed Name and Title/Organization


5/4/10
Date
954 494 9467
Telephone Number

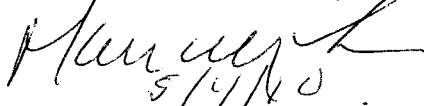
STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by _____ who is personally known to me/provided _____ as
identification and who did/did not take an oath.

My Commission Expires:

Notary Public, State of Florida

NOTARY PUBLIC - STATE OF FLORIDA
 Manuel Armando Gutierrez
Commission # DD649763
Expires: MAR. 12, 2011
BONDED THRU ATLANTIC BONDING CO., INC.


5/4/10

Special Events Application: Page 6

Revised February 24, 2010